

MGMI 311

# Excel Database Function

# Why using excel as Database tool?

- One single excel sheet (or table) can hold up to 65,000 records (rows) and 256 fields (columns)
- One excel file can have hundreds of sheets
- Almost all computers with Windows OS have MS office package which includes Excel program

# Why using excel as Database tool?

- Excel can also have forms to built very user-friendly interface for data entry and report
- Excel has stronger reporting capability than Access
- Excel has stronger computing capability than Access

# List Organization

- Use only one list per worksheet
- Put similar items in one column
- Position critical data above or below the list
- Show rows and columns  
(no hidden rows or columns)

# List format

- Use formatted column labels
- Use cell borders
- Avoid blank rows and columns
- Don't type extra spaces either at the beginning or at the end of the cell

# Data Entry

- Data Validation  
(Data menu → Validation)
- Data Form
- Sorting
- Filtering

# Excel as Database

Database = range of cells that make up the  
list or database, first row of the list  
contains labels for each column

Record = rows

Fields = columns

# Database Function

- DSUM (database, field, criteria)
- DAVERAGE (database, field, criteria)
- DMAX(database, field, criteria)
- DMIN (database, field, criteria)



# Pivot Table

- Useful and powerful features of Ms Excel (INSERT → pivotTable)
- Used to summarize, analyze, explore and present data

[illegible]

SUM	Prod 1	Prod 2	Prod 3
Region 1			
Region 2			
Region 3			
Region 4			
Region 5			